

Borough of Wilkinsburg
605 Ross Avenue
Wilkinsburg, Pennsylvania 15221
CODE ENFORCEMENT Phone 412-244-2923 Fax 412-244-2922

PROPERTY TRANSFER OR REFINANCE APPLICATION
(Please print)

Property Address _____ Lot and Block Number _____ - _____ - _____

Building Type: ☐ Residential ☐ Commercial ☐ Mixed Use
(Check one) ☐ Single Family
 ☐ Apartment with _____ units in building.

Existing owner: _____
Name Telephone

Address City State Zip

Prospective Buyer: _____
Name Telephone

Address City State Zip

Realtor or Agent: _____
Name Telephone

Wilkinsburg Borough Ordinance No. 2047 requires that all property owners in the Borough wishing to sell their property are required to deliver to the buyer of said real estate, prior to closing, a document disclosing the Zoning District, the legality of the existing use, and any uncorrected notices of violation of housing, building, safety, or fire ordinances. Further, Borough Ordinance No. 2607 requires any person selling, refinancing, or in any way transferring real estate in the Borough to deliver to the purchaser or mortgagor a certificate of compliance stating that all illegal connections of storm water have been eliminated from the sanitary storm water system.

Schedule of Fees for Certificates
(X) REQUIRED

	SALE	REFINANCE	FEE DUE
INSPECTION FOR SALE (\$35)	<u> X </u>	<u> </u>	<u> </u>
LIEN LETTER (\$35)*	<u> X </u>	<u> X </u>	<u> </u>
CERTIFICATE OF OCC. (\$25)/unit	<u> </u>	<u> </u>	<u> </u>
SEWER COMPLIANCE (\$15)	<u> X </u>	<u> X </u>	<u> </u>
		TOTAL DUE	<u> </u>

***EXPEDITED FEES MAY APPLY**

ALL INFORMATION ON THIS APPLICATION IS REQUIRED IN ORDER TO PROCESS YOUR REQUEST. REQUESTS RECEIVED WITH INCOMPLETE INFORMATION OR FEES WILL NOT BE PROCESSED.

UNLESS THE PROPERTY HAS BEEN DYE TESTED BY THE BOROUGH YOU MAY HAVE TO SUBMIT AN "APPLICATION FOR DYE TEST CERTIFICATE" COMPLETED BY A REGISTERED MASTER PLUMBER